

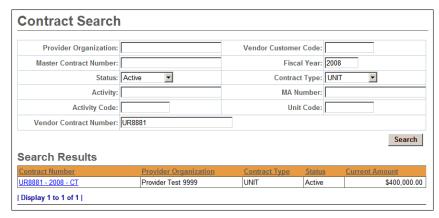
## **Requesting an Amendment (UR Contract)**

Authorized personnel can request an amendment through EIM to adjust a rate schedule or client capacity limit.

To request an amendment:

1. Select the **Contracts** module.

The Contracts Search page appears.



- 2. Enter search criteria for identified contract.
- 3. Click Search

The search results appear below.

Search Results				
Contract Number	Provider Organization	Contract Type	<u>Status</u>	Current Amount
UR8881 - 2008 - CT	Provider Test 9999	UNIT	Active	\$400,000.00
Display 1 to 1 of 1				

4. Click the Contract Number link.

The Contracts Summary page appears.

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5. Select **Request Amendment** from the navigation bar.



## The Request Amendment page appears.



- 6. Enter amendment information, including a reason for the amendment.
- 7. Click Request Amendment

The **Amendment** page appears with a confirmation message displaying. Notification is sent to designated agency staff by email.